

TOWNSHIP OF ROSE

Board of Review Agenda – For Wednesday, September 6, 2023 at 3:00pm

1. CALL BOARD OF REVIEW (BOR) TO ORDER
2. ROLL CALL
3. CONFIRMATION OF APPROPRIATE BOR AND OPEN MEETINGS NOTICES
4. SELECT A CHAIRPERSON FOR BOR
5. SELECT A BOR VICE CHAIRPERSON
6. VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS
7. FILING AND SUMMARY OF ANNUAL ASSESSMENT REPORT BY ASSESSOR'S OFFICE
8. RECEIPT OF THE ASSESSMENT ROLL BY CLERK FROM THE ASSESSOR
9. REVIEW THE ASSESSMENT ROLL AND PERFORM STATUTORY DUTIES:
 - a. EXAMINE THE ROLL,
 - b. CORRECT DESCRIPTION OR CALCULATION ERRORS,
 - c. ADD OMITTED PROPERTY, AND
 - d. ELIMINATE DOUBLE ASSESSED PROPERTY.
10. DISCUSSION/ACTION – VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES ARE INCLUDED IN THE ASSESSMENT ROLL
11. ALLOW TAXPAYERS TO EXAMINE ASSESSMENT DATA
12. DURING THE FIRST TWO HOURS, CONSIDERATION OF:
 - a. WAIVERS OF THE REQUIRED 48-HOUR NOTICE OF INTENT TO FILE AN OBJECTION WHEN THERE IS GOOD CAUSE,
 - b. REQUESTS FOR BOR HEARING WAIVER TO ALLOW THE PROPERTY OWNER AN APPEAL DIRECTLY TO CIRCUIT COURT,
 - c. REQUEST TO TESTIFY BY TELEPHONE OR SUBMIT SWORN WRITTEN STATEMENT,
 - d. SUBPOENA REQUEST, AND
 - e. ACT ON ANY OTHER LEGALLY ALLOWED/REQUIRED BOARD OF REVIEW MATTERS.
13. REVIEW NOTICES OF INTENT TO FILE OBJECTION
14. PROCEED TO HEAR OBJECTIONS, IF ANY AND IF PROPER NOTICE/WAIVERS GIVEN UNLESS SCHEDULED FOR ANOTHER DATE
15. CONSIDER/ACT ON SCHEDULED ADDITIONAL BOR DATE(S)
16. ADJOURN (TO FUTURE DATE IF NECESSARY)

Kathy VandeCastle, Clerk
TOWN OF ROSE
9/1/23